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25 April 1956

MEMORANDUM FOR: See Distribution

SUBJECT : Weekly Administrative Section Staff Meetings

1. As our organization has continued to grow in size, I have felt that the various elements of the Administrative Section are finding it difficult to keep in touch with administrative policies, and especially are finding it difficult to arrive at coordinated solutions to problems which cut across the lines of responsibility of the administrative units concerned.

2. I, therefore, desire to hold a weekly Administrative Section staff meeting each Wednesday morning from 0900 to 0930 hours in the Project Conference Room. In order that such meetings be effective, each addressee will be expected to personally attend, although prior unavoidable conflicting commitments may be cleared with me if an individual finds it necessary to be absent.


3. The agenda for the meetings will consist of:

a. A brief run down on policies, problems, decisions and other directives as enunciated by the Project Director.

b. Policy questions or problems which concern several of the administrative units represented.

It is desired that each addressee utilize this occasion to discuss such problems of joint concern, but not bring up problems which are of direct concern to only one of the other Administrative Section units. In other words, we desire to make the meetings brief, informative and useful to those attending.

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JAMES A. CUNNINGHAM, JR.
Director of Administration

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